

Casual/Seasonal JOB OPENING
DELAWARE DEPARTMENT OF JUSTICE

Opening Date: October 29, 2021

Closing Date: November 19, 2021

This is a Casual/Seasonal position (in order to be in compliance with the Delaware code and provisions of The Affordable Care Act; work hours are to be less than 30 hours per week, or less than 130 hours per month, on average over the course of a fiscal year; July 1 to June 30). This is a position without healthcare benefits. Salary will be commensurate with experience.

HUMAN RESOURCES ASSISTANT

**Administrative Division, Human Resources Unit
New Castle County or Kent County or Sussex County**

Job Responsibilities and Duties:

This is an integral Casual/Seasonal Human Resources Assistant position within the Delaware Department of Justice ("DOJ"), Human Resources Unit, with work responsibilities in the specific arena of Human Resources such as Payroll, Healthcare Benefits and Pension. This Human Resources Assistant will assist other staff in the Human Resources Unit by entering data into the State Payroll Human Resources Statewide Technology ("PHRST"), filing, typing, and perform other Human Resources administrative duties as needed. This position will be required to work with all employees and other state agency Human Resources staff, through various methods of communication, primarily for the purpose of assisting/educating employees and identifying/resolving problems, needs, and complaints.

Minimum Qualifications:

Applicant must possess strong interpersonal, written and verbal communication skills, strong skills in Microsoft Word and Excel, prior work experience in data entry. Prior knowledge and/or experience in working within the human resources arena is desired. Ideally the applicant will have worked within the State of Delaware Human Resources arena, but training will be available. Applicant must be able to identify, analyze, and answer to inquiries/problems/needs/issues from employees, management and resolving problems/needs in a fast-paced work environment.

Please Note: As a condition of employment, all employees must certify that they are fully COVID-19 vaccinated by September 30, 2021; or be required to test for COVID-19 on a weekly basis starting on September 30, 2021. If hired after September 23, 2021, these certifications or requests must be completed during their initial week of employment. This will be in effect until further notice.

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, External applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR External applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.